

Meeting Minutes

The Bagel Company, 735 N. Last Chance Gulch

Thursday, June 15, 2005

1:15-3:15 p.m.

Molly Petersen, Chair, called the meeting to order at 1:17 p.m. Those in attendance were Kim Benjamin, Beth Campbell, Joan Franke, Kim Hayes, Chris Hettinger, Sheree Isola, Marie Matthews, Lisa Mecklenberg Jackson, Molly Petersen, Sherry Rust, Jen Skartveit, Pam Spore, Jackie Williams, and Anne Cannon.

A motion to approve the May 2005 minutes, with corrections, was made by Pam and seconded by Sherry. The motion carried. Joan Franke, Treasurer, reported that we have \$781.82 in our checking account and \$1,994.88 in our savings account, for a total of \$2,776.70.

A thank you was sent around for Norma Rabey, a Dept. of Transportation employee, who maintains the ICCW Website. Molly led the icebreaker of “what’s the most unusual thing on your desk.” Jackie from the Governor’s Office will take the logo board from June 15 to July 15; Kim from Commerce will take the board until sometime in August.

An **election was held for officers** (vice chair, historian, secretary, and treasurer) by written ballot. 10 agencies were represented at the meeting so the vote could be held according to our bylaws. Only one vote per agency is allowed. If people could not make the meeting to vote, they were asked to submit their votes via e-mail or handwritten ballot to Molly, and she must have received the ballots by 5:00 p.m. on June 15. If an agency votes at this meeting, other votes will not be counted. Late votes cannot be counted. (Secretary’s Note from June 15, 5:18 p.m.: 17 of 19 member agencies voted for officers. The following individuals were elected 2005/2006 ICCW Officers: Historian—Penne Beto; Secretary—Heidi Lindgren; Treasurer—Jen Skartveit; Vice Chair—Sherry Rust. Officer terms will begin in September.).

A vote needed to be held on two portions of the **ICCW bylaws** that were not voted on last month. These included clearer language for the expenditures articles (Article VIII) and whether the Planning Subcommittee name should be changed to Leadership Subcommittee, Executive Subcommittee, or not changed. Representatives from 13 agencies needed to be present to pass the bylaws change. No vote was taken due to insufficient agency representation.

Subcommittee Reports:

Excellence in Leadership Awards (ELA) – Sherry reviewed the ceremony (which was held May 25 in the Capitol Rotunda). She thanked the sponsors, donors, and committee members. She passed around photos and news clips of the event. KTVH, HCTV, and the IR all covered the ceremony. She reported that feedback from the event was generally positive, although it was suggested that a better sound system be used or the ceremony be moved to another place—the Governor’s reception area or the old supreme court chambers perhaps.

Marketing – Jen stated that the subcommittee had held its final meeting in which they had reviewed their goals for the year and determined that those goals had been met. Marketing highlights included the meet and greet for legislators in February, selling ICCW clothing, and the production of the informational brochure.

The **Procedures/Legislative Tracking** Subcommittee reported that most of the changes to the ICCW Bylaws were voted on at the last meeting (May). Two small changes needed to be voted on this meeting, but a quorum required for voting on bylaws was not present (see above). The subcommittee created officer position descriptions to ensure the consistent transition of officers.

The **Training** Subcommittee reported that the next brown bag will be Wednesday, June 22 on verbal de-escalation. The presenter will be Lisa Hunter from the Dept. of Corrections. The brown bag will be from 12:10-1:10 p.m. at 301 S. Park. Chris reported that she received permission to have two sets of the National Businesswomen's Leadership Association videos copied. Chris suggested that a librarian be appointed or elected to continue updating the videos and the lending training video program. Chris was complimented on the great brown bags held this year—and her subcommittee's implementation of the video training program. Molly suggested possibly pursuing a way to promote out-of-town brown bags next year.

State Daycare: Marie produced an in-depth report on the state-preference daycare. She reported the current state daycare vendor's contract will be up July 30, 2005. The bid is out for other vendors, but it is unknown at this point whether someone else will pick up the contract. Marie will continue to monitor the situation.

Miscellaneous: Molly passed out a sheet summarizing **ICCW's goals and accomplishments** for the year (see attachment). Molly also suggested that we might want to re-think our **special project**. Usually we do a benefit drive for the Career Training Institute (CTI) at Christmas time. Does this fit in with our mission statement? Molly suggested perhaps collecting professional clothing to donate to CTI or some other group targeting state workers or having a subcommittee participate in a monthly mentoring project at the job service with people applying for state jobs. Molly reminded the group that Becoming an Outdoors Woman (**BOW**--a program through FWP) is being held July 8-10, 2005.

The meeting adjourned at 2:13 p.m. There will be no meeting in July or August. We will meet again for our yearly goal-setting meeting in September.

Respectfully Submitted,

Lisa Mecklenberg Jackson
ICCW Secretary

2004-2005 ICCW Accomplishments

- Increased state government and Montana awareness of what ICCW provides through:
 - branding
 - outstanding and informative speakers at monthly meetings
 - monthly e-mail updates
 - monthly brown bag lunches
 - display of the logo board
 - sale of ICCW clothing
 - collaborating with several community groups to host a United Nations Day celebration in the Capitol Rotunda
 - the National Businesswomen's Leadership Association video loan program
 - sponsoring a Meet and Greet for Agency Directors and Legislators
 - hosting the seventh annual Excellence in Leadership Awards
- Made ICCW more of a committee for *all* state employees by instituting a statewide video loan program for government workers. The videos are produced by the National Businesswomen's Leadership Association and cover: Powerful Communication Skills for Women; How to Manage Anger and Handle Conflict; Achieve Balance in Your Life; Self Confidence and Peak Performance; and Self-Empowerment for Women.
- Shifted brown bag lunch topics away from the Wellness Program and toward topics to help state employees succeed and advance in their jobs. Posted photos from brown bags on ICCW website.
- Set up a link on the ICCW website to a LAWS profile to allow state employees to conveniently track legislation that affected them.
- Produced a general information pamphlet to distribute at ICCW hosted and sponsored events, and to display with the logo board.
- Amended bylaws and created officer position descriptions to ensure smooth, regular operating from year to year, and to ensure productive and consistent transitions between officers.
- Began the process of evaluating the status quo of the state-subsidized daycare, and whether it is meeting its initial goals and current needs of state employees.